

## **PLANNING COMMISSION PROCEDURES**

### **I. PURPOSE**

These policies and procedures are designed and adopted for the purpose of providing guidance and direction to the members of the Washington County Planning Commission in the performance of their duties. The Planning Commission shall be governed by the provisions of all applicable State Statutes, County Ordinances and these rules. Nothing in these rules shall be interpreted to provide an independent basis for invalidating of in any way altering a final decision of the Commission unless otherwise provided by County Ordinance or State Law.

### **II. OFFICERS AND DUTIES**

#### **(1) Election of Chairman**

The Planning Commission shall elect annually, during the first regularly scheduled meeting in August, a Chairman and Vice-Chairman. The Chairman shall be elected from the duly appointed members of the Commission by a majority of the total membership. The Chairman and Vice-Chairman may be elected to subsequent terms. The Chairman shall preside over all meetings and hearings of the Commission and shall execute all official documents and letters on behalf of the Commission. The term "Chairman" as used throughout this document shall mean the chairman of the Planning Commission or in the absence or incapacity of the chairman, the vice-chairman unless otherwise designated.

### **III. NOTICE**

#### **(1) Meetings**

The Planning Commission shall give public notice at least once each year of its meeting schedule, for all regular meetings scheduled for that year. Public notice shall be provided by:

- (a) Specifying the date, time, and place of such meetings.
- (b) Posting written notice at the office of the County Clerk.
- (c) Providing notice to at least one newspaper of general circulation within the County.
- (d) Posting agendas on the County Web Page @ [www.washco.state.ut.us](http://www.washco.state.ut.us).
- (e) Posting agendas at all County libraries.

#### **(2) Special Emergency Meetings**

When, because of unforeseen circumstances, it is necessary for the Planning Commission